

Event Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
31701-0000010990	Sell	RFx	1
Event Round	Version		
1	1		
Event Name			
IT Advisory Services			
Start Time	Finish Time		
03/29/2019 10:00:00 CDT	04/18/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: Finance & Admin
Call for Shipping Information
United States

Contact: Sharon L Pope
Phone: 615/741-9588
Email: Sharon.Pope@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Event Description

This event is to bid for a five (5) year contract for Finance & Administration for Information Technology ("IT") Advisory Services.

Specifications and terms & conditions are attached.

Agency Contact: Travis Johnson at travis.johnson@tn.gov.

Central Procurement Office Contact: Sharon.pope@tn.gov or 615-741-9588.

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

The purpose of this Invitation to Bid Event/Source of Supply Event is to establish a term contract (s) to provide: The State of Tennessee, with products and/or services as described in the attached terms, conditions, specifications and price sheet.

A term contract means a contract in which a source or sources for supply are established for a specified period of time at an agreed upon price(s).

If the Review and bid on this event link included in the e-mail notification does not work, please go to <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/supplier-information-/invitations-to-bid--itb-.html>
Click on the link that says Bid Opportunities and log in with your vendor ID and password.

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.
Supplier Portal link: <https://supplier.edison.tn.gov/> (Maintain supplier information)
Central Procurement Office Website: <https://www.tn.gov/generalservices/procurement.html>

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

General Questions

Question	UOM	Best	Worst	Response
I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid. IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.		Yes		<input type="text"/>

Required: Yes Mandatory Response:Yes

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
31701-0000010990	Sell	RFx	2
Event Round	Version		
1	1		
Event Name			
IT Advisory Services			
Start Time	Finish Time		
03/29/2019 10:00:00 CDT	04/18/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: Finance & Admin
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United States

Contact: Sharon L Pope
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Email: Sharon.Pope@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:

0

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Bid Offer Expiration

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

Bidder shall enter Catalog Title and Effective Date of Catalog Bid.

Required: Yes Mandatory ResponseNo

Response Comments

The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at:
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

Required: Yes Mandatory ResponseNo

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
31701-0000010990	Sell	RFx	3
Event Round	Version		
1	1		
Event Name			
IT Advisory Services			
Start Time	Finish Time		
03/29/2019 10:00:00 CDT	04/18/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: Finance & Admin
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United States

Contact: Sharon L Pope
Phone: 615/741-9588
Email: Sharon.Pope@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

Please list the following information:

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Respondent's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Respondent's Website

Required: Yes Mandatory ResponseNo

Response Comments

Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
31701-0000010990	Sell	RFx	4
Event Round	Version		
1	1		
Event Name			
IT Advisory Services			
Start Time	Finish Time		
03/29/2019 10:00:00 CDT	04/18/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: Finance & Admin
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United States

Contact: Sharon L Pope
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Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

A link to the Central Procurement Office's surveying tool is included in the Event Attachments. We ask that you take a few short minutes to complete this survey. The purpose of this survey is to strengthen procurement processes of the Central Procurement Office (CPO) by capturing Vendor/Bidder assessments of, and actionable comments on, the process put in place by the Central Procurement Office. Your responses will remain anonymous, and will have no bearing or consideration in the awarding of this procurement.

Required: No Mandatory ResponseNo

Response Comments

The bidder shall indicate whether or not they plan to sub-contract

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, please include the following for each.

List the Sub-Contractor's Name
List the Sub-Contractor's Address
List the Sub-Contractor's Contact Person
List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
31701-0000010990	Sell	RFx	5
Event Round	Version		
1	1		
Event Name			
IT Advisory Services			
Start Time	Finish Time		
03/29/2019 10:00:00 CDT	04/18/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: Finance & Admin
Call for Shipping Information
United States

Contact: Sharon L Pope
Phone: 615/741-9588
Email: Sharon.Pope@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Technical Assistance

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

List the Name of the Technician/Service Representative

List the Technician/Service Representative Address

List the Technician/Service Representative Phone Number

List the Technician/Service Representative Toll Free Phone Number

List the Technician/Service Representative Pager or Cell Number

List the Technician/Service Representative Email Address

List the Technician/Service Representative Website

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Technical Assistance

The vendor/contractor will furnish telephone technical assistance for the type of equipment or services requested within the time frame listed in the attached specifications following and without additional cost to the state.

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Yes

Required: Yes Mandatory ResponseYes

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
31701-0000010990	Sell	RFx	6
Event Round	Version		
1	1		
Event Name			
IT Advisory Services			
Start Time	Finish Time		
03/29/2019 10:00:00 CDT	04/18/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: Finance & Admin
Call for Shipping Information
United States

Contact: Sharon L Pope
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Email: Sharon.Pope@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

Please provide a copy of your Company's State of Tennessee Department of Revenue Registration Certificate or Exemption Letter.

Required: Yes Mandatory ResponseNo

Response Comments

Describe any restrictions that the Contractor enforces regarding the State's re-distribution, for the State's business purposes, of purchased research materials (reports, white papers, analyst's findings, or other documents).

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.
Response Comments

Describe all methods the Contractor employs to distribute research materials.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.
Response Comments

Is the Contractor able to provide the ability to send purchased research materials to membership holders via electronic mail?

Required: Yes Mandatory ResponseNo

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
31701-0000010990	Sell	RFx	7
Event Round	Version		
1	1		
Event Name			
IT Advisory Services			
Start Time	Finish Time		
03/29/2019 10:00:00 CDT	04/18/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: Finance & Admin
Call for Shipping Information
United States

Contact: Sharon L Pope
Phone: 615/741-9588
Email: Sharon.Pope@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

In the case of materials normally published only online (such as an analyst blog), is the Contractor able to provide a Uniform Resource Locator (URL) to access the materials?

Required: Yes Mandatory ResponseNo

Response Comments

Is the Contractor able to provide the State recordings made of State advisory sessions with an analyst upon request (if such a recording exists) at no additional cost to the State?

Required: Yes Mandatory ResponseNo

Response Comments

Will the Contractor require the State to designate specific individuals who will have access to purchased memberships (Named Users)?

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.**

Response Comments

Will the State's access be limited to the purchased number of memberships and number of associated Named User(s) that the membership allows?

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.**

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
31701-0000010990	Sell	RFx	8
Event Round	Version		
1	1		
Event Name			
IT Advisory Services			
Start Time	Finish Time		
03/29/2019 10:00:00 CDT	04/18/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: Finance & Admin
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Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

Will the State have the right to reassign Named Users to or from purchased memberships (remove a Named User from access or substitute one Named User for another) at its sole discretion and at no additional cost to the State? If so, is the Contractor able to effect requested changes within five (5) business days from the request date?

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.
Response Comments

Will the Contractor provide the State a means to review membership utilization for each Named User?

Required: Yes Mandatory ResponseNo

Response Comments

Please enter the percentage bid the State will apply to the catalog of Services.

The State will apply this percentage throughout the term of the contract (including extensions) to the prices in the Manufacturer's catalog for all items meeting the description(s) given above contained in this then current price list.

The bidder is to enter a single percentage to be applied to the Catalog. The State does not allow multiple percentages for a bid factor.

Note: Enter the percentage as a decimal. Do not use a minus sign (-). The maximum number of decimal places allowed is 6.

Examples:

- 1) For a bid of -10% enter .90
- 2) For net cost bid enter 1.00

The State will pay no additional costs for the services.

0

Required: Yes Mandatory ResponseNo

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
31701-0000010990	Sell	RFx	9
Event Round	Version		
1	1		
Event Name			
IT Advisory Services			
Start Time	Finish Time		
03/29/2019 10:00:00 CDT	04/18/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: Finance & Admin
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United States

Contact: Sharon L Pope
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Email: Sharon.Pope@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

Provide a copy of your catalog of services.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.
Response Comments

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
31701-0000010990	Sell	RFx	10
Event Round	Version		
1	1		
Event Name			
IT Advisory Services			
Start Time	Finish Time		
03/29/2019 10:00:00 CDT	04/18/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

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Line Details

Line: 1 **Item ID:** **Line Qty:** 1.00 **UOM:** Percent
Required: Yes **Reserve Price:** No

Bid Qty:

Description: Information Technology Advisory Services

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>

Required: Yes **Mandatory Response:** No

Response Comments

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
31701-0000010990	Sell	RFx	11
Event Round	Version		
1	1		
Event Name			
IT Advisory Services			
Start Time		Finish Time	
03/29/2019 10:00:00 CDT		04/18/2019 14:00:00 CDT	

Bidder: PUBLIC EVENT DETAILS

Submit To: Finance & Admin
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United States

Contact: Sharon L Pope
Phone: 615/741-9588
Email: Sharon.Pope@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
31701-0000010990	Sell	RFx	12
Event Round	Version		
1	1		
Event Name			
IT Advisory Services			
Start Time	Finish Time		
03/29/2019 10:00:00 CDT	04/18/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: Finance & Admin
Call for Shipping Information
United States

Contact: Sharon L Pope
Phone: 615/741-9588
Email: Sharon.Pope@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Appendix A - Line Specifications

Line: 1 **Item ID:** **Line Qty:** 1 **UOM:** Percent
Description: Information Technology Advisory Services

Item Specifications

Manufacturer:

Mfg Item ID:

Item Length: 0

Item Width: 0

Item Volume: 0

Item Weight: 0

Item Size:

Item Height: 0

Dimension UOM:

Volume UOM:

Weight UOM:

Item Color:

Shipping Information

Schedule: 1

Quantity: 1

Due Date: 04/01/2019

Freight Terms:

Ship Via: Best Option Available

Ship To: OIR-DATA CENTER
901 5TH AVENUE NORTH
DATA CENTER
NASHVILLE TN 37243-0291
United States

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
31701-0000010990	Sell	RFx	13
Event Round	Version		
1	1		
Event Name			
IT Advisory Services			
Start Time		Finish Time	
03/29/2019 10:00:00 CDT		04/18/2019 14:00:00 CDT	

Bidder: PUBLIC EVENT DETAILS

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Event Currency: US Dollar
Bids allowed in other currency: No

Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration
312 Rosa L. Parks Ave.
21st Floor Tennessee Tower
ATTN: Supplier Maintenance
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016